

**Public Safety Committee
November 2, 2006
Scott Heyman Conference Room
3 p.m.**

Present: L. McBean-Clairborne, R. Booth, M. Hattery, M. Koplinka-Loehr, M. Robertson
Staff: K. Leinthall (Department of Probation and Community Justice); P. Younger, Deputy County Administrator; P. Meskill, Sheriff; M. Lynch, Public Information; S. Cook, County Attorney's Office; L. Shurtleff, Department of Probation and Community Justice; G. Potter, Information Technology Services; S. Whicher, County Administrator; M. Pottorff, County Legislature Office
Guests: N. Rosen, Interim Director of Offender Aid and Restoration

Called to Order

Mrs. McBean-Clairborne called the meeting to order at 3:01 p.m.

Changes to the Agenda

There were no changes to the agenda.

Remembrance of George Dentes

Mrs. McBean-Clairborne, Chair, spoke of the shocking and sad news of the recent death of former District Attorney, George Dentes. She said Mr. Dentes served the County and community well and will be deeply missed. The entire Public Safety Committee expressed its condolences and sympathy to the family of George Dentes.

Public Comment

No member of the public was in attendance.

Offender Aid and Restoration

Nancy Rosen, Interim Director of OAR, summarized the content of a letter she has written to the Committee. She thanked Legislators for their advocacy and the \$10,000 grant to the Bail Fund. She said the Bail Fund program is complex and she is grateful to the Committee for its energy, competence and persistence in helping the Legislature understand the need such that the grant was approved. She also announced OAR has hired Deborah Dietrich as the new permanent Director who will be starting full-time on January 2, 2007. Deborah Dietrich is relocating from Washington, DC but is a Cornell graduate and served on the Tompkins County Legislature from 1986-1993 so she is well known and admired locally.

The Committee expressed its appreciation to Ms. Rosen for graciously taking over OAR during a very difficult budget season and doing so very efficiently.

Ms. Rosen briefly discussed the Bail Fund and said the total Fund is \$37,000. *Ms. Rosen did provide the Committee with additional information on the Bail Fund that will assist members in tracking the numbers and amounts of bails that have been issued at a previous meeting.*

Criminal Justice Advisory/Alternatives to Incarceration – Update on Report

Ms. Younger referred to agenda attachments that were provided in advance of the meeting. One of Ms. Younger's goals when she joined the County four and half months ago was the implementation of a framework for developing and sustaining organizational effectiveness. She has been moving forward with that goal and designing a framework which best complements the ideas and needs expressed in the various conversations ~~in~~ with staff during department visits and meetings, as well as discussions with Legislators. That framework is referred to as "Core Performance Dimensions for Developing Organizational Effectiveness."

Ms. Younger explained how the framework is being pilot tested via the current CJA/ATI action planning effort. She referred to the CJA/ATI progress report that contained a list of action steps/recommendations and said using the framework she tried to organize it in such a way that she could understand where needs are being met in the Core Performance Dimensions. She then produced a "Strategic Action Planning Framework for Sustaining Organizational Effectiveness" from that list. This was presented to the CJA/ATI Advisory Board and volunteers were asked to help her in developing an action plan. The result was the formation of a seven-person facilitation team who has been meeting and has refined those items into five "smart objectives." The overarching goal is to safely reduce the Jail population and to better target existing programming toward breaking the cycle of crime and recidivism in Tompkins County. The five objectives are designed to help reach that goal.

Ms. Younger stated that rather than take recommendations, they will be taking specific steps that are specific, *measurable*, *attainable*, *result-oriented*, and *time-bound*. With the "SMART" list they have begun to identify these five steps for each objective and identify members of the work groups to serve and be able to take the objectives and map them out in the form of a comprehensive plan. With that step, they are now using the ADDIE (Assessment, Design/Development, Implementation, and Evaluation), which is a long-time, industry-standard tool for program planning and training ~~and~~ design. Using ADDIE *within* the context of the Core Performance Dimensions framework will ~~and~~ help the groups stay on target as they move through the process.

At this time she referenced the CJA/ATI Action Plan Process Flow Chart which provides an overview of how the groups are organized. To date, three of the five teams have had their first meeting and all of the groups are planning to meet at least once or twice and will have out-of-group assignments. The Facilitation Team will meet at least two more times to assess the overall progress of this. She estimates approximately 85 hours of total staff hours will be spent on this.

They hope that a penultimate draft of the plan will be available near the first of the year and that a final plan will be ready by January 31st.

She said it is not their intent to identify new things to do and more costs to incur. They are working to insure that what is currently being done is being done as cost effectively as possible.

Mr. Booth spoke of the strategic goal and suggested that it be worded to reflect the possibility that the Jail population may go up and this effort may still have been successful; also, the Jail population may go down, but this effort may be unsuccessful. Ms. Younger agreed and said it is important to recognize that this is a first-time effort with this approach. Mr. Booth also suggested that the term "budget development" was not appropriately being used in the context in which it was used.

Sheriff

Jail Statistics

Sheriff Meskill explained the different charts contained in the agenda packet and stated there will almost always be differences in the inmate counts as of the 12:01 a.m. count and the number of inmates housed per day. Ms. Robertson asked if an inmate is transferred to Tioga County prior to the 12:01 a.m. count and returns to Tompkins later in the next day, if payment is made to Tioga and Tompkins for the same day. Sheriff Meskill said that was correct.

Budget Adjustment

It was MOVED by Mr. Koplinka-Loher, seconded by Mr. Hattery, and unanimously adopted by voice vote, to approve the following budget adjustment:

REVENUE:	3113.42770	Law Enforcement – Miscellaneous Revenues	\$615
APPROPRIATION:	3113.52220	Law Enforcement – Department Equipment	\$615

Explanation: Target Inc. donated funds to purchase equipment for use with the Road Patrol. Purchase to be made from the expense line. Revenue deposited 10/16/06.

Department of Emergency Response

Dispatch Operations

Mr. Shurtleff reported that they are beginning to look at grant programs that will allow them to improve the backup operations at Central Fire Station.

At the present time they are into an overtime situation that is the result of disciplinary actions involving time off. He stated they have taken a “harder line” with personnel and there are consequences to that. He believes these actions are resulting in less complaints and they continue to work on these issues. Mrs. McBean-Clairborne said the number of complaints she receives are significantly less than they were last year. Mr. Shurtleff credited Lin Hurd, Director of Dispatch, for her efforts to improve the supervision, training, and accountability with Dispatch operations.

Towers

Mr. Shurtleff updated the Committee on the communications towers and stated the six free-standing lattice towers are all up; the Monopole for the Ithaca College site has been sent back to Missouri due to a manufacturing problem. Motorola and Pryamid have been diligent to make sure specifications are being followed. The shelters have begun to ship in this week. He said they are still on schedule to have construction done by the end of December/early January.

Subscriber Equipment

He reported the subscriber groups are actively working on defining equipment needs. Last month he mentioned the retired Clinton County was asked to come to Tompkins County. Since that time he has taken a position with the State Office of Homeland Security to do outreach to counties on best used subscriber equipment. They will be providing his services to do interoperability exercises and he will be here the week of November 15th.

Mr. Booth reiterated a comment he has made in the past with regard to the need to having an ordinance prohibiting the construction of anything that would interfere with this system. *He asked Mr. Shurtleff to discuss this with Jonathan Wood, County Attorney.*

Portable Radios

Mr. Shurtleff reported there has been discussion of various options by equipment users on the purchase of portable radios and said there are differing opinions. The end result will likely involve a limited mix of radio options.

Deputy Director Position

Mr. Shurtleff reported interviews will begin tomorrow for the position of Deputy Director of Emergency Response. Those who will participate in those interviews with him are Jack Crance, Department of Emergency Response; the Assistant Chief from the City of Ithaca, and a member of the Freeville Fire Department.

RESOLUTION NO. – AUTHORIZATION TO EXECUTE GRANT AND ENTER INTO AN AGREEMENT WITH TOMPKINS CORTLAND COMMUNITY COLLEGE – DEPARTMENT OF EMERGENCY RESPONSE

It was MOVED by Mr. Booth, seconded by Mr. Koplinka-Loehr, and unanimously adopted by voice vote to approve the following resolution and submit to the full Legislature. Mr. Shurtleff said the goal of this is to have a series of training to supplement what we do with other State programs. The funding is coming from grants TC3, and other local agencies, and efforts will be made to look at private grants. He said there is a need for this type of training and TC3 has a history of training people in this area.

WHEREAS, the Department of Emergency Response applied to the New York State Office of Homeland Security (OHS) for funding to support identified responders' training needs, and

WHEREAS, OHS has granted the Tompkins County Department of Emergency Response \$55,000 to fund the development of training programs in accordance with State and Federal response strategies, and the Tompkins County Legislature has accepted these funds through Resolution No. 116 of 2004, and Resolution No. 263 of 2005, and

WHEREAS, the Federal Government, through the allocation of these funds, has strongly encouraged the development of partnerships with accredited educational institutions to ensure a regional approach to the delivery of training initiatives, and

WHEREAS, the Department of Emergency Response has collaborated with Tompkins Cortland Community College since 2004 in the evaluation of emergency responder training needs, and in assessment of training models and capabilities, and

WHEREAS, Tompkins Cortland Community College has long delivered courses in public safety and public health concentrations to the emergency response community in partnership with Tompkins County governmental entities and has reaffirmed its interest in expanding these offerings, and

WHEREAS, the Department of Emergency Response has determined that Tompkins Cortland Community College is best suited to assist the Department in the development and delivery of a suite of response courses directed toward the many disciplines engaged in county response and preparedness activities, in addition to the Fire, EMS, Emergency Management and Homeland Security Courses now coordinated by the Department, now therefore be it

RESOLVED, on recommendation of the Public Safety Committee, That Tompkins County, through the Department of Emergency Response, is hereby authorized to enter into a formal agreement with Tompkins Cortland Community College for the ~~continued~~ development, promotion, administration, and delivery of a pilot series ~~variety~~ of training programs for the period November 1, 2006 thru August 31, 2007 to assure compliance with Federal Responder Guidelines and to locally effectuate the goals of the National Response Plan at a cost not to exceed \$55,000,

RESOLVED, further, That the Department of Emergency Response and Tompkins Cortland Community College should ~~will~~ continue to cooperate and collaborate to establish and effectuate

strategies to provide comprehensive training to the overall emergency response community, thereby ensuring baseline competencies and improved proficiencies, and will further cooperate to identify and pursue outside funding streams to sustain these critical efforts.

SEQR ACTION: TYPE II-20

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Information Technology Services

RESOLUTION NO. – APPROPRIATION FROM CONTINGENT FUND – REPLACEMENT OF COUNTY ELECTRONIC MAIL SYSTEM

Mr. Potter said the County currently runs an email system that is decentralized in nature. The mail comes into the mail server and then gets distributed to a number of County servers based on where an employee is located on the network. In each one of the servers there is a folder for each employee’s email which is in a text format. This leads to complications in terms of records retention and retrieval. One of the reasons they are looking into this is because there has been an increase in the number of requests for employees to access all of their mail from outside the County as opposed to just the incoming mail. The retrieval is a problem, particularly with FOIL requests because of the cumbersome amount of work involved in retrieval. He said there has also been exploration of a County-wide calendar system, automatic replies, and internal email encryption due to HIPPA requirements.

Mr. Potter said an evaluation of systems that are available was done and of the available systems, the system being recommended is Novell Group Wise. He concluded by saying he recommends the approval of this as the County needs to do a better job managing electronic mail and address the records retention aspect as well.

A voice vote resulted as follows: Ayes – 5, Noes – 0. MOTION CARRIED.

WHEREAS, Tompkins County Departments rely on Electronic Mail (E-mail) as a primary form of communication and information exchange, and

WHEREAS, it has been determined that the current E-mail system does not provide adequate functionality to meet the needs of public records retention and retrieval requirements, and

WHEREAS, Tompkins County Departments have expressed the need for advanced E-mail features to improve their current business practices including simplified Internet-based email access, E-mail archiving, integrated calendaring, Email-address list sharing options, project management and document sharing, full text search, automatic reply, internal E-mail encryption, and the transfer of E-mail to laptops for County field staff, and

WHEREAS, the Director of the Information Technology Services Department, and other County employees with information technology responsibilities from the Public Health Department, Department of Emergency Response, Department of Social Services, Department of Mental Health, Probation and Community Justice Department, and the Information Technology Services Department have reviewed various alternatives and have determined that the Novell GroupWise E-mail system will meet Departmental needs, integrate most effectively with the County’s current network and end users, and provide future for growth and flexibility, now therefore be it

RESOLVED, on recommendation of the Government Operations, the Public Safety, and the Budget and Capital Committees, That the Director of Finance is hereby authorized and directed to make the following budget appropriation:

FROM:	Contingent Fund	A1990.54400	\$75,000
TO:	Appropriation Account	1680.52202	\$75,000

SEQR ACTION: TYPE II - 20

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